

**STATE OF MONTANA**  
**SECRETARY OF STATE**  
**RECORDS MANAGEMENT BUREAU**  
**GENERAL RECORDS RETENTION SCHEDULE**

Records Category ▶ **DATA PROCESSING**

General  
Schedule Number ▶ **6**

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
1	Service Agreement	Information Services Div.  Agency				Destroy 3 years after termination Destroy when termination
2	Data Processing Request Form	Information Services Div. Agency	1 year	2 years	3 years	Destroy Destroy when request is completed
3	Credit Memo	Information Services Div. Agency	3 years 1 year		3 years 1 year	Destroy Destroy
4	Tape Removal Authorization	Information Services Div.				Destroy when tape is destroyed
5	Agency Billing Summary	Information Services Div. Agency	1 year 1 year	3 years	4 years 1 year	Destroy Destroy
6	Network Audit Log	Agency	5 years		5 years	Destroy